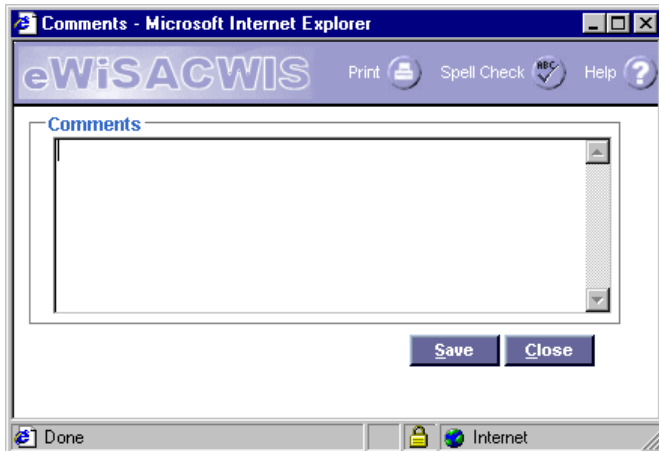


VIEWING APPROVAL COMMENTS

1. From the Approval Expando click on the worker icon that has your name by it. This will display all work that is currently pending approval.
2. Click on any case or provider icon to display the specific piece of work that is pending approval.
3. Click on the Actions hyperlink next to the pending item of work. This will open a window with the Selected Option of Comments and click on the Continue button.
4. The Comment window will open with a text box to enter comments in.



5. When finished with comments, click on the Save button. Click on the Close button to return to the Desktop.

Refresh your approvals by closing and opening the expando. You will see a small pencil that will appear next to the RED checkmark. This pencil indicates that there are comments regarding this approval.



7. To VIEW comments, Click on the Actions hyperlink. This will open the Actions window with Comments selected. Click on the Continue button. This will open the Comments window for the user to read the comments. When finished, click the Save button if you have made any changes in the comments. Otherwise, click on the Close button to return to the desktop.